

Special Events Committee

Tuesday, December 3, 2013

1:30 PM

Conference Room of Building 1

Chair: Rebecca Adams

Vice-chair: Angela Boyd

Secretary: Abbie Skiles

Members Attending: Rebecca Adams- Chair
Angela Boyd- Vice-Chair

Abbie Skiles- Secretary
Morgan Roberson- Resource
Judy Jennette- Resource
Marcia Norwood

Members Absent: Clay Carter Theresa Edwards

Penny Sermons

Minutes from Meeting December 3, 2013

Agenda Item

I. Approval of Minutes **Presenter:** Rebecca Adams

- A. Minutes from November 18, 2013 were approved.

II. Christmas Luncheon **Presenter:** Rebecca Adams

- A. Programs are going to be printed
- B. Invitations are completed and have been distributed
- C. Abbie is going to order tablecloths
- D. Rebecca is going to submit a requisition for tables to be set up
- E. Door prizes will be \$75 worth of BCCC Campus Grill gift certificates and \$75 worth of Wal-Mart gift cards
- F. Pantego Plantation's donation of breader will be set up at a table by the door
- G. Clay will cut fresh greenery for table centerpieces

Other Information

Next Meeting: December 16, 2013 at 1:30 in the Conference Room of Building 1